

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 02 MAY 2003**

CEFMS:

a. We corrected a customer order billing problem for the Pacific Ocean Division activities and changed the Agency Location Code (ALC) on the customer orders to the UFC ALC. We completed scripts to change all IPAC customer orders to the UFC codes; and deleted erroneous general ledger records that were created by the incorrect billings.

b. We participated via teleconference in a planning meeting on Power Track. Billings from Power Track are scheduled to begin 1 Oct 03 on a test basis. We are one of a number of agencies that will be asked to participate in the testing.

c. We designed a new screen to be used to record receipt of goods or services when there is no corresponding obligation recorded in CEFMS. This screen was created as a result of a finding during the DODIG's audit of Accounts Payable. The receipt of the goods or services will be recorded as an unfunded liability because the obligation, purchase request and funding account are unknown.

d. We made changes to the Schedule 9, Report of Receivables Due from the Public, to comply with US Treasury and DFAS requirements. With this change, we now provide justifications for waivers, write-offs and other adjustments for accounts receivables due from the public in the footnotes section of the report

e. We completed the third and final CEFMS training session for this fiscal year during the week of 21 April 2003. The topics included all types of purchase requests, receiving reports, training requests, travel orders and travel vouchers. Thirty-four individuals from various USACE activities attended. Trainee evaluations were very positive.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	713	725
Priority #1 Problem Reports	58	63

Received 189 new problem reports and completed 201 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	40	42
One	10	8
Two	4	5
Three	4	3
Four	2	0
Five	1	1
Eight	0	1
Eleven	0	1

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	247
HUNTSVILLE	22
USACE HQ	1
<u>DA INTERN</u>	<u>1</u>
TOTAL	271

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>Apr 01 - Apr 29</u>	YEAR TO DATE <u>Oct 01 -Apr 29</u>
BY CHECK:		
Checks Issued	13,932	92,591
Percent of Total	14%	15%
Dollar Amount	\$111,190,547	\$855,150,225
BY EFT:		
Transfers Made	48,355	298,572
Percent of Total	86%	85%
Dollar Amount	\$973,162,200	\$6,072,924,534

IV. OTHER UFC ISSUES:

a. The Integrated Automated Travel System (IATS) will be converted to a Windows environment in June 2003. We installed new PCs, that meet the minimum requirements for the WinIATS, in the Travel Division. All Travel Division employees now have the necessary hardware for WinIATS. Our current IATS server exceeds the minimum requirements for WinIATS servers.

b. We have begun formulating our FY04 operating budget. We are developing the factors and criteria for use by each Division in preparing their portion of the budget and have updated the applicable utilities in CEFMS. We plan to complete the budget by 23 May 2003 so that it can be used to prepare our estimate of costs which must be published in the Consolidated Command Guidance.

c. On 25 April 2003, we completed the final transmission for the FY04 FORCON submission of civil manpower requirements. We also submitted the FY04 military manpower requirements. Our FY04 requirements are slightly less than those submitted for FY03, due to continuing efficiencies and changes in business processes.

d. On 17 April 2003, we participated via teleconference in the Senior PBAC mid-year review of Executive Direction and Management funds held by CERM. The Finance Center met the required funds execution rate at mid-year and submitted no unfinanced requirements for consideration by the Senior PBAC.

e. On 29 April 2003, we completed the encoding of all Millington-based employees' Common Access Cards, so that the cards can be used for building access. Prior to the encoding, the cards were solely used for identification, but we were able to encode the cards' magnetic strip to activate our building access system as well. This capability allowed us to eliminate the separate card each employee had retained for building access.

f. We submitted our revised civil and military manpower utilization plans for FY03 on 30 April 2003. In both cases we lowered our FTE utilization totals for the fiscal year, due to unanticipated losses and lag time in recruitment for vacancies.

g. On 24 April 2003, two UFC employees attended first aid, CPR, and automated external defibrillator training provided by the Naval Support Activity Mid-South. These two employees replaced employees who transferred from the UFC or chose to discontinue their participation in this service.

h. The UFC successfully completed the first month of processing payments for the Pacific Ocean Division in April with no major difficulties encountered. There were 314 Won payments processed with a foreign currency value of 29+ billion Won. Fifty Japanese Yen payments were processed with a currency value of 390+ million Yen. The additional steps and processes necessary to accomplish the daily processing of the Yen and Won foreign currencies are routinely becoming a part of the UFC daily work process.

i. UFC staff was able to work through issues with Washington INS office to establish an IPAC Trading Partner Agreement (TPA). As a result, over \$4 million of accounts receivable have been processed and liquidated, reducing aged receivables considerably; e.g., reduced by 56% for Fort Worth alone.

j. We have begun to receive feedback from districts in response to the Revenue Generating Agreement billing policy and the recommendation that waiver and write off CEFMS roles be specifically for UFC personnel. This recommendation evolved as a result of DoDIG recommendations and lack of consistent documentation supporting write-off and waiver within the Corps. Several different scenarios and cases were addressed in the feedback from USACE activities. We are coordinating the issues with CERM-F to ensure clarity and consistency in the process.